Application Process
2015 - 2016

Read Admission Process for application deadlines

Admission procedures/eligibility requirements are subject to change

Submit application to Adult Career Advisor

Metro Technology Centers
Business Conference Center
1900 Springlake Drive
Oklahoma City, OK 73111
405-595-4432
www.metrotech.edu
## Step-by-Step Admission Process

### Step 1
**Read the Application Packet Thoroughly**

### Step 2
**Assessment Tests**
- Take the COMPASS exam or obtain official copies of current scores from prior testing (within the last two years)
- Individuals speaking English as a second language must take the COMPASS ESL exam
- Take the ATI critical thinking exam or obtain official copies of current scores from prior testing (within the last two years)
- Refer to “Frequently Asked Questions” for more information regarding assessment tests

### Step 3
**Required Documentation** – submit the following **required** documents as a packet to Adult Career Advisor at Metro Technology Centers, Business Conference Center (BCC)
- Metro Tech Adult Application for Admission  *use online application template*
- Official assessment scores (COMPASS and ATI critical thinking)
- Official or true copy of high school transcript or GED scores, verifying high school graduation or equivalent
- Official or true copies of transcripts from all colleges attended; evidence of completion of any program-specific pre-requisite must be listed on a transcript (See Pre-Requisites for Adult Healthcare Programs)
- Transcripts issued by schools outside the United States must be evaluated by a credentialing agency in order to validate equivalency. Contact the World Education Services at [www.wes.org](http://www.wes.org)
- International students submit a copy of a current VISA or passport and BCIS number or validation of permanent resident status. Refer to “Frequently Asked Questions” for more information
- Individuals speaking English as a second language submit COMPASS ESL exam scores

**COMPASS ESL Scores Not Requiring ESL Instruction for Postsecondary Health Careers Classes Prior to Enrollment:**

- **Listening Proficiency**  Level 4
- **Reading Proficiency**  Level 4
- **Grammar/Usage Proficiency**  Level 3

- One Plus One Nursing Education Partnership applicants – Copy of referral letter/alternate status letter from referring Associate Degree Nursing (ADN) program

### Step 4
**Review of Applications** – completed files are assessed according to the following schedule:

**Full-time Health Career Programs** (August 2015 start date)
- Application deadline is **May 1, 2015**
- Applicants are notified of status by **June 15, 2015**
- Alternates are placed on a waiting list for openings that may occur up to the first week of class

**One Plus One Nursing Education Partnership** (Copy of referring letter/alternate status letter from referring Associate Degree Nursing (ADN) program)
- Applications are accepted from **April 1, 2015 to July 2, 2015**
- Applicants are notified of status by **July 17, 2015**
- Late applicants are placed on a waiting list for openings that may occur up to the first week of class

**Practical Nurse Program** (October 2015 start date)
- Applications are accepted from **September 1, 2014 to August 14, 2015**
- Applicants are notified of status by **August 28, 2015**
- Alternates are placed on a waiting list for openings that may occur up to the first week of class
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<thead>
<tr>
<th>STEP 5</th>
<th>TUITION PAYMENT</th>
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<tr>
<td>• Tuition is due, or payment arrangements made, approximately one month before class begins</td>
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<tr>
<td>• Please see the Bursar in the Business Conference Center for payments or payment arrangements</td>
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<td>• Apply for financial aid online or contact the Financial Aid Office at (405) 595-4437 for information regarding the types of financial aid available</td>
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<th>STEP 6</th>
<th>QUESTIONS?</th>
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<td>• If you have questions, please call the Metro Tech Adult Career Advisor at (405) 595-4432</td>
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